

Employee Privacy Notice

This notice describes how Creative Sport & Leisure Ltd (CSL) uses and protects your personal information you provide to us.

How we collect your information

We may collect your personal data in a number of ways, for example:

- From the information you provide when you apply for a position with CSL via our Human Resources system.
- From the application documentation i.e. application form, equal opportunities monitoring form, declaration of unspent and relevant spent criminal offences form, and employment reference forms, provided at interview stage.
- From induction documentation i.e. Employee Information sheet, Distribution of lump sum Death Benefit form, confidential medical questionnaire, to on-board you as a member of CSL.
- From documentation provided to prove eligibility of right to work in the UK i.e. passport, birth certificate etc.
- From documentation provided to check driving licence status with DVLA i.e. driver number, national Insurance number.
- From relevant documentation provided to make application for an enhanced check by the Disclosure and Barring Service, i.e. passport, driving licence, bank statement/utility bill etc.
- From sight of original copies of qualifications to provide proof of suitability to teach our Learners.
- From third parties, for example from your previous or current employer, who may provide a reference about you or who may sponsor your studies.
- In various other ways as you interact with us during your time as an employee with CSL for the various purposes set out below.

Workforce data is essential for the company's operational use. Whilst the majority of personal information is mandatory, some of it is requested on a voluntary basis. In order to comply with General Data Protection Regulations (GDPR) 2018, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

How we use your personal information

The data you provide CSL as an employee allows us to evidence your eligibility for your job role and enables us to comply with statutory employment regulations and other such processes, such as performance management, absence management and professional development

When you supply personal information, we have legal obligations towards you in the way we handle that data. We must collect the information fairly, that is, only collect the information we need, and we must explain how we will use it and tell you if we want to pass the information on to anyone else.

As a Data subject you have a statutory right to view any personal information that we may hold under the Data Protection Act 1998 and General Data Protection Regulations (GDPR) 2018.

The categories of Employee information that we collect include

- Personal information (such as name, national insurance number and address)
- Characteristics (such as ethnicity, gender, nationality, country of birth)
- Contract information (such as start date, hours worked, posts held, and salary)
- Attendance information (such as number of absences and absence reasons, etc.)
- Performance information, and qualification achievements
- Relevant medical information

This list is not exhaustive.

Why we collect and use this information

To conform with Article 6 and Article 9 of the General Data Protection Regulation, we collect and use your personal information to:

- Interact with you as an applicant, prior to employment, as part of the recruitment process.
- Enable the development of a comprehensive picture of the workforce and how it is deployed.
- Inform the development of recruitment and retention policies.
- Enable individuals to be paid.
- For any other purpose for which you provide us with your personal data.

Links From Our Site

Our website may contain links to other websites. Please note that we have no control of websites outside of <http://www.creativesportandleisure.co.uk> if you provide information to a website to which we link, we are not responsible for its protection and privacy. You are advised to read the privacy policy or statement of other websites prior to using them.

Storing Workforce Data

We will hold your personal information in paper and electronic form. The workforce data we collect is kept on an HR system and only accessed by your line manager and HR, and in a personnel file held securely by HR.

To prevent unauthorised disclosure or access to your information, we have implemented strong organisational and technical security safeguards.

Your data will be securely destroyed as listed below. We will ensure that all personal information supplied is held securely in accordance with the Data Protection Act 1998. We keep your personal data for:

Type of Data	Retention Period	Reason
Personnel files including training records and notes of disciplinary and grievance hearings	7 years from the end of employment	References and potential litigation
Application forms/interview notes	At least 6 months from the date of interview	Time limits on litigation
Income Tax and NI returns, including correspondence with Tax Office	At least 3 years after the end of the financial year to which the records relate	Income Tax (Employment) Regulations 1993
Statutory Maternity Pay records and calculations	At least 3 years after the end of the financial year to which the records relate	Statutory Maternity Pay (General) Regulations 1986
Statutory Sick pay records and calculations	At least 3 years after the end of the financial year to which the records relate	Statutory Sick Pay (General) Regulations 1982
Wages and salary records	6 years	Taxes Management Act 1970
Accident books: records and reports of injuries and diseases	At least three years after the date of the last entry	Social Security (Claims and Payments) Regulations 1979: RIDDOR 1995
Health records	During employment	Management of Health and Safety at Work Regulations
Health records where reason for termination of employment is connected with health	3 years	Limitation period for personal injury claims

Who we share Employee information with

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

We routinely share employee information with:

- The Disclosure and Barring Service (DBS)
- Local Authorities, (LADO)
- Public Bodies (Ofsted, HRMC)
- Pension Provider
- Office of National Statistics
- Awarding Bodies
- Other bodies if required by the law
- Reference requests

Requesting access to your personal data

Under Data Protection Legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact: The People Manager on denise.mooney@creativesportleisure.co.uk

If you request information, we aim to provide this to you, where possible, within 30 days. Where this is not possible, we will keep you informed.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.

- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Changes to This Privacy Notice

We will keep this Privacy Notice under regular review and reserve the right to change it as necessary from time-to-time or if required by law. Any changes will be immediately communicated to all employees.

Contact

If you would like to discuss anything in this privacy notice, please contact: People Manager, denise.mooney@creativesportleisure.co.uk